



QUALIFICATION STANDARDS

Re: Amendment to Section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended

Number: 2300388

Promulgated: 19 May 2023

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RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution provides that *“the Civil Service Commission as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity x x x. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, x x x”*;

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of Executive Order (EO) No. 292 (Administrative Code of 1987), provides that the Civil Service Commission (CSC) shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, Section 4, Rule IV of the Omnibus Rules Implementing Book V of EO No. 292 and Other Pertinent Civil Service Laws provides that the CSC shall adopt qualification standards (QS) for service-wide positions in the first and second levels and shall review and update, whenever necessary, those already established;

WHEREAS, in line with this mandate, the CSC promulgated CSC Resolution No. 1701009 dated 16 June 2017 which was published in the Philippine Star on 2 August 2017 and circularized through CSC Memorandum Circular No. 24, s. 2017, otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA);

WHEREAS, Section 34, Part I (General Policies), Rule VIII (Qualification Standards) of the 2017 ORAOHRA, as amended, provides as follows:

“Sec. 34. Qualification standards for certain positions that are prescribed by a special law, such as Foreign Service Act (RA No. 7157), PNP Act (RA No. 8551), BFP/BJMP Act (RA No. 9263, as amended by RA No. 9592), Local Government Code of 1991 (RA No. 7160), shall prevail. However, in instances when any of the education, training, experience, or Civil Service eligibility is not provided under the law, the lacking requirement/s shall be proposed and submitted by the agency concerned to CSC for approval.

The qualification standards for department head and assistant department head positions (mandatory or optional) in LGUs, considered as executive/managerial positions, shall be those prescribed by RA No. 7160 and other special laws. For newly-created department head and assistant department head positions, the qualification standards shall be equivalent or comparable to those prescribed by RA No. 7160.”

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Bawat Kawani, Lingkod Bayani

WHEREAS, there have been various interpretations of Section 34, Part I (General Policies), Rule VIII (Qualification Standards) of the 2017 ORAOHRA, as amended, on the appropriate QS for department head and assistant department head positions in local government units (LGUs) which may either be found in Republic Act No. 7160,¹ created through special laws, or created through local sanggunian ordinances. These caused confusion in LGUs that resulted in disapproval or invalidation of appointments to the said positions; and

WHEREAS, there is a need to amend and further expound Section 34, Part I (General Policies), Rule VIII (Qualification Standards) of the 2017 ORAOHRA, as amended, to properly guide the LGUs in the determination of the QS for the department head and assistant department head positions in LGUs.

WHEREFORE, the CSC **RESOLVES** to **APPROVE** the following amendment of Section 34, Part I (General Policies), Rule VIII (Qualification Standards) of the 2017 ORAOHRA, as amended, reflected in bold font:

“Sec. 34. Qualification standards (QS) for certain positions that are prescribed by a special law, such as Foreign Service Act (RA No. 7157), PNP Act (RA No. 8551), BFP/BJMP Act (RA No. 9263, as amended by RA No. 9592), Local Government Code of 1991 (RA No. 7160), shall prevail. However, in instances when any of the education, training, experience or civil service eligibility is not provided under the law, the lacking requirement/s shall be proposed and submitted by the agency concerned to CSC for approval.

For department head and assistant department head positions in LGUs, the following rules on QS shall apply:

- a. **The QS for department head and assistant department head positions found in RA No. 7160, bearing the generic and parenthetical position titles, shall be those prescribed in the said law. (Annex A-1, A-2, A-3)**
- b. **The higher QS for department head and assistant department head positions found in RA No. 7160, which were set by the LGUs and approved by the CSC, shall remain in force unless the agency opts to revert to the QS prescribed in the said law. In such case, the LGU shall request the CSC for adoption of QS prescribed under RA No. 7160. A letter confirmation from the CSC shall be issued for records and reference purposes. (Annex B)**
- c. **The QS for department head and assistant department head positions created under special laws, whether bearing specific or generic position titles, [e.g., Provincial Government Department Head (Provincial Disaster Risk Reduction and Management Officer), City Government Department Head I (City Tourism Officer), Municipal Government Assistant Department Head (Municipal Disability Affairs Officer)], shall be those prescribed in the special laws or guidelines issued by the CSC or jointly with other agencies in case the special law does not provide the specific dimension (training or experience required) of the QS. (Annex C-1, C-2, C-3)**

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¹ Local Government Code of 1991.

- d. **The QS for department head and assistant department head positions created by the local sanggunian through an Ordinance which are not included in RA No. 7160 or other special laws may be those approved by the CSC through a Resolution. LGUs may adopt the QS for department head and assistant department head positions which have been established and previously approved by the CSC without need for prior approval. However, a letter confirmation from the CSC shall be secured for records and reference purposes.**

The QS found in the CSC QS Manual may be used for department head and assistant department head positions by LGUs without a previously approved QS by the CSC or not provided in RA No. 7160 or other special laws. (Annex D-1, D-2)

For department head and assistant department head positions with duties involving the practice of profession regulated by the Philippine Bar/Board or special laws, the appropriate education and eligibility requirements (Bar or Board) as provided in the law shall be complied with."

The CSC **RESOLVES FURTHER** that the above rules on QS for the department head and assistant department head positions in the LGUs shall be applied in the resolution of pending cases at the CSC Central and Regional Offices.

All issuances inconsistent with this Resolution shall be deemed repealed or modified accordingly.

This Resolution shall take effect after fifteen (15) days from the date of its publication in a newspaper of general circulation or the Official Gazette.

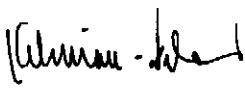
Quezon City.


ATTY. KARLO A. B. NOGRALES
Chairperson



ATTY. AILEEN LOURDES A. LIZADA
Commissioner


ATTY. RYAN ALVIN R. ACOSTA
Commissioner

Attested by:


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Director IV
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